



Simple Permits Application and Tracking System (SPATS)

Customer User Guide

by JZHANG
21-APR-2014

DEPARTMENT HOME PAGE

From <http://dpw.lacounty.gov/>, select “Simple Permits”.

The screenshot shows the homepage of the Department of Public Works (DPW) for Los Angeles County. The header includes the County of Los Angeles seal, the department name, and the website URL dpw.lacounty.gov. A navigation bar contains links for Home, Residents, Businesses, Gallery, Online Services, News, About Us, and Contact Us, along with a search bar. A central menu lists various services: eNotify, Forms, Road Closures, The Works, Pay My Water Bill, Request For A Service, Materials Exchange Program (LACoMAX), Invoice Payment Status Inquiry, Permits, Solid Waste Management Information System (SWIMS), and More >>. The 'Permits' link is expanded, showing 'Building Permit Viewer' and 'Simple Permits', with 'Simple Permits' circled in red. To the left of the menu is a vertical list of categories: PUBLIC BUILDINGS, WASTE MANAGEMENT, WATER RESOURCES, TRANSPORTATION, DEVELOPMENT SERVICES, and EMERGENCY MANAGEMENT. To the right is a 'TRANSPORTATION' section with a video player and a 'play video' button. The footer features four tiles: 'LA County Air Show', 'Sediment Management Announcements', 'Get The Works' (showing a hand holding a smartphone), and 'CARE Post-Storm Resources'.

Department of Public Works
dpw.lacounty.gov

Home ▾ Residents ▾ Businesses ▾ Gallery Online Services ▾ News ▾ About Us ▾ Contact Us search our site... Q

PUBLIC BUILDINGS
WASTE MANAGEMENT
WATER RESOURCES
TRANSPORTATION
DEVELOPMENT SERVICES
EMERGENCY MANAGEMENT

eNotify
Forms
Road Closures
The Works
Pay My Water Bill
Request For A Service
Materials Exchange Program (LACoMAX)
Invoice Payment Status Inquiry
Permits
Solid Waste Management Information System (SWIMS)
More >>

Building Permit Viewer
Simple Permits

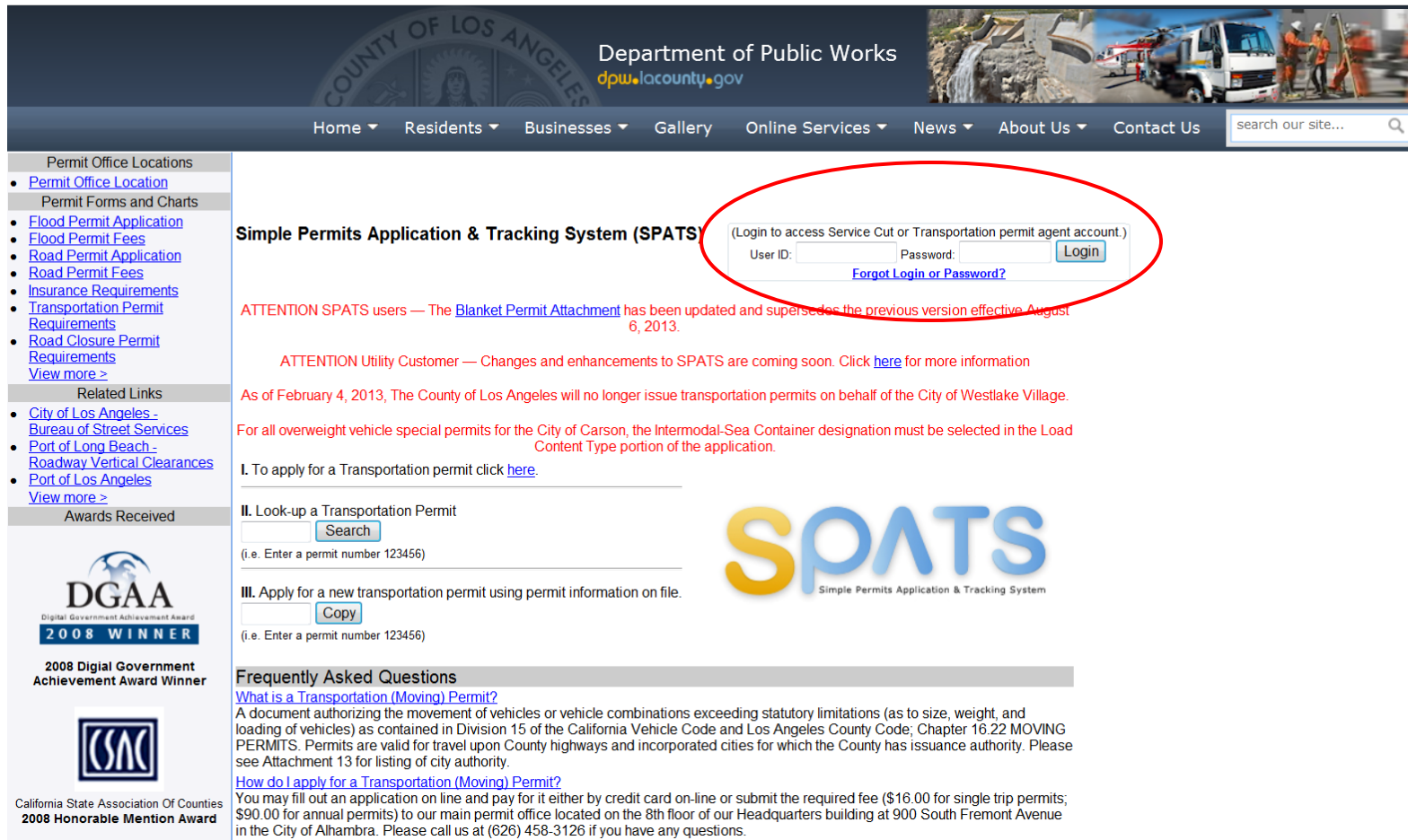
TRANSPORTATION
Providing safe, clean, efficient transportation choices and rights-of-way to enhance mobility and quality of life.
more...
play video

LA County Air Show
Sediment Management Announcements
Get The Works
CARE Post-Storm Resources

4/21/14

SPATS HOME PAGE

An authorized permitting agent or utility company representative can access the site by simply entering their username and password.



The screenshot shows the SPATS Home Page. At the top is a banner for the County of Los Angeles Department of Public Works (dpw.lacounty.gov) with a navigation bar containing links: Home, Residents, Businesses, Gallery, Online Services, News, About Us, and Contact Us. A search bar is on the right. The left sidebar lists various permit-related links under categories like Permit Office Locations, Permit Forms and Charts, and Related Links. The main content area features the 'Simple Permits Application & Tracking System (SPATS)' login section, which is circled in red. It includes a login form with fields for User ID and Password, a Login button, and a link for 'Forgot Login or Password?'. Below the login section, there are several announcements in red text regarding updates to the system and transportation permits. Further down, there are sections for looking up a permit and applying for a new one, each with a search or copy button. At the bottom, there is a 'Frequently Asked Questions' section with links to 'What is a Transportation (Moving) Permit?' and 'How do I apply for a Transportation (Moving) Permit?'. The page also features two award logos: the 2008 Digital Government Achievement Award Winner (DGAA) and the 2008 Honorable Mention Award (CSAC).

Department of Public Works
dpw.lacounty.gov

Home Residents Businesses Gallery Online Services News About Us Contact Us

search our site...

Permit Office Locations

- Permit Office Location

Permit Forms and Charts

- Flood Permit Application
- Flood Permit Fees
- Road Permit Application
- Road Permit Fees
- Insurance Requirements
- Transportation Permit Requirements
- Road Closure Permit Requirements

View more >

Related Links

- City of Los Angeles - Bureau of Street Services
- Port of Long Beach - Roadway Vertical Clearances
- Port of Los Angeles

View more >

Awards Received

DGAA
Digital Government Achievement Award
2008 WINNER

2008 Digital Government Achievement Award Winner

CSAC
California State Association Of Counties
2008 Honorable Mention Award

Simple Permits Application & Tracking System (SPATS)

(Login to access Service Cut or Transportation permit agent account.)

User ID: Password:

[Forgot Login or Password?](#)

ATTENTION SPATS users — The [Blanket Permit Attachment](#) has been updated and supersedes the previous version effective August 6, 2013.

ATTENTION Utility Customer — Changes and enhancements to SPATS are coming soon. Click [here](#) for more information

As of February 4, 2013, The County of Los Angeles will no longer issue transportation permits on behalf of the City of Westlake Village.

For all overweight vehicle special permits for the City of Carson, the Intermodal-Sea Container designation must be selected in the Load Content Type portion of the application.

I. To apply for a Transportation permit click [here](#).

II. Look-up a Transportation Permit

(i.e. Enter a permit number 123456)

III. Apply for a new transportation permit using permit information on file.

(i.e. Enter a permit number 123456)

SPATS

Simple Permits Application & Tracking System

Frequently Asked Questions

[What is a Transportation \(Moving\) Permit?](#)

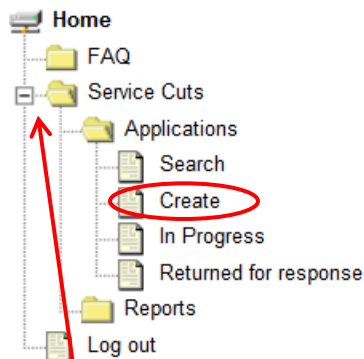
A document authorizing the movement of vehicles or vehicle combinations exceeding statutory limitations (as to size, weight, and loading of vehicles) as contained in Division 15 of the California Vehicle Code and Los Angeles County Code; Chapter 16.22 MOVING PERMITS. Permits are valid for travel upon County highways and incorporated cities for which the County has issuance authority. Please see Attachment 13 for listing of city authority.

[How do I apply for a Transportation \(Moving\) Permit?](#)

You may fill out an application on line and pay for it either by credit card on-line or submit the required fee (\$16.00 for single trip permits; \$90.00 for annual permits) to our main permit office located on the 8th floor of our Headquarters building at 900 South Fremont Avenue in the City of Alhambra. Please call us at (626) 458-3126 if you have any questions.

CREATE

Once you have successfully logged in, you will be directed to the SPATS user home page. Here you will be able to navigate through various folders. Select **Create** to start on a new permit.



Click on the + symbol to expand folders.

Los Angeles County Department of Public Works

Transportation and Utility Service Cut Permitting Website

Welcome to Los Angeles County Department of Public Works web site for transportation and simple service cut permits.

This site provides you with:

- Access to permit application pages as authorized by your account privileges (use the menu tree in the frame to the left to navigate through the site).
- [Application Forms and useful Links](#)
- [Frequently Asked Questions](#)
- [Look-up Moving Permits](#)
- [Transportation Permit Application Instructions](#)

Contact information:

1. For technical problems with this website, please call 562-940-3400 (24 hours)
2. Need "How To" help?
 - Transportation Permits
 - Call 626-458-3126 or 626-458-3127 (Mon - Thurs, 7:00am - 5:00pm)
 - Fax 626-576-7739
 - Email – spats@dpw.lacounty.gov
 - Simple Service Cuts Permits
 - [Field Offices](#) where proposed service cut is located

CREATE

Prior to accessing the application page, the applicant must read and agree to the information contained in the Departments Liability Agreement. Click on to continue.

The County of Los Angeles
Department of Public Works
Permit Application Liability Agreement

Important Notice

This Agreement applies to all permits applied for or obtained from the County of Los Angeles Department of Public Works. THIS AGREEMENT IS A LEGAL CONTRACT BETWEEN YOU AND THE COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS WHICH SPECIFIES THE WARRANTY AND LIABILITY LIMITATIONS REGARDING YOUR USE OF THIS WEB SITE. IF YOU DO NOT AGREE WITH THE TERMS OF THIS AGREEMENT, DO NOT PROCEED ANY FURTHER.

Limitation on Liability

THE APPLICANT AGREES TO PRESERVE AND SAVE HARMLESS THE COUNTY AND CONTRACT CITIES AND EACH OFFICER AND EMPLOYEE THEREOF FROM ANY LIABILITY OR RESPONSIBILITY FOR ANY ACCIDENT, LOSS, OR DAMAGE TO PERSONS OR PROPERTY HAPPENING OR OCCURRING AS A PROXIMATE RESULT OF ACTIVITIES PURSUANT TO THE PERMIT APPLIED FOR.



CREATE

Applicant will be responsible for entering all relevant information, then click on “Click to Save”.

Date Submitted: 03/24/14 → Provide a detailed scope of the project.

Description
(please be specific)

Click to Save >>> 

→ *Applicant Name: First Last

→ *Email: For pole replacement work, these fields are required. See Blanket Permit Attachment for more information.

→ *USA #:

→ *Your Work Order #:

→ *Street Name:

Pole #: JPA #:

Nearest Cross Street:

Joint Utility:

Tract/Parcel#:

→

	*Address	*Length	*Width	*Surface Type
*1st Cut	<input type="text"/>	0.0	0.0	Select one ▼
2nd Cut	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select one ▼
3rd Cut	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select one ▼

→ *City/Vicinity: Acton ▼

→ *Thomas Guide Grid Page: (Example: 123-C6)

File Upload:
(pdf or jpg, 12MB max)

→ Attach any plan, sketch, document, or photo which may assist in our application review process.

Click to Save >>> 

CREATE

The system will display a confirmation page. If data entered is correct, click on the Save icon, otherwise click on the return arrow.

Service Cut Application Review

Permittee Info:

ITD Test

900 South Fremont Avenue, Alhambra, ca 91803

626-458-5110

Blanket Permit Info:

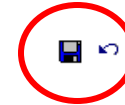
Tony Moran

900 South Fremont Avenue, Alhambra, CA 91803

Blanket Permit # 582

Please review your application and click the  icon to make changes, or
CLICK THE  ICON TO SUBMIT YOUR APPLICATION AS IS.

Please note that you will not be able to modify this application once it has been submitted.
Contact the main permit office if you need to alter this permit after submission.



Permit Approval Date:

Expiration Date:

Extended Expiration Date: 111

Description: Installing 12" conduit

Your First Name: Jason

Your Last Name: Zhang

Email: jzhang@dpw.lacounty.gov

Tract/Parcel#: 1

USA #: 123456

Your Work Order #: 123456

Street Name: Oak Ave

Pole #:

JPA #:

Joint Utility:

	Address	Length	Width	Surface Type
1st Cut	1	2.0	2.0	Concrete
2nd Cut				
3rd Cut				

Nearest Cross Street:

City/Vicinity: Acton

Thomas Guide Page and Grid: 123-C1

Review Comments:

4/21/14

CREATE

After clicking on the save icon, the system will display the following.

Your application (Request # 48698) was successfully received for our review.

You will receive email notification when the applicaiton has been approved or denied.

Copyright © 2001-2003 LADPW

Close the window and proceed to the next request.

CREATE

An email confirmation will be sent to your email indicating SPATS has received your application.

Service Cut Request Number 48698 with LA County DPW

spats@dpw.lacounty.gov

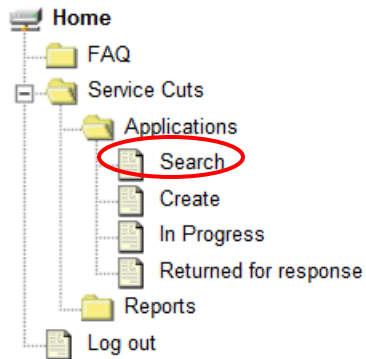
Sent: Tue 04/08/2014 8:55 AM

To: Yip, Ken; Zhang, Jason; Yip, Ken

This application has been successfully received for review. You will receive notification of approval or rejection within two business days. Your Request # is 48698 created under Blanket Permit # 582. If you wish to print a copy of this application for your records, please click [here](#).

SEARCH

Search allows the user to search for a request using various criteria.



Los Angeles County Department of Public Works

Transportation and Utility Service Cut Permitting Website

Welcome to Los Angeles County Department of Public Works web site for transportation and simple service cut permits.

This site provides you with:

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- [Frequently Asked Questions](#)
- [Look-up Moving Permits](#)
- [Transportation Permit Application Instructions](#)

Contact information:

1. For technical problems with this website, please call 562-940-3400 (24 hours)
2. Need "How To" help?
 - Transportation Permits
 - Call 626-458-3126 or 626-458-3127 (Mon - Thurs, 7:00am - 5:00pm)
 - Fax 626-576-7739
 - Email – spats@dpw.lacounty.gov
 - Simple Service Cuts Permits
 - [Field Offices](#) where proposed service cut is located

SEARCH

This screen will allow the applicant to search for applications using various criteria such as Street Address, Name, Thomas Guide and Request Number. The most common search will be by **Request Number**.

Application Search

Cut Application Status:	<input type="text" value="All"/>	
Submitted From Date:	<input type="text"/>	
Submitted To Date:	<input type="text"/>	
Request Number:	<input type="text"/>	
Work Order:	<input type="text"/>	(Searches both work order and description.)
Street Name:	<input type="text"/>	
Street Address:	<input type="text"/>	
Nearest Cross Street:	<input type="text"/>	
TG Page No.:	<input type="text"/>	
	<input type="button" value="Search"/>	
	<input type="button" value="Reset"/>	

SEARCH

Enter your **Request Number** such as **48698**, then click Search. The system will return the following Search Results according to the Request #.

Application Search

Cut Application Status:

Submitted From Date:

Submitted To Date:

Request Number:

Work Order: (Searches both work order and description.)

Street Name:

Street Address:

Nearest Cross Street:

TG Page No.:

Search Results


Permittee Info:

ITD Test
900 South Fremont Avenue
Alhambra, ca 91803
626-458-5110

Blanket Permit User Info:

Tony Moran
900 South Fremont Avenue
Alhambra, ca 91803
626-458-3126

Page 1 of 1
Row 1 of 1 record

Request #	Name	Date Submitted	Address	Status	Approval Date		
48698	ITD Test	04/08/2014	1 Oak Ave Acton	Pending			

SEARCH

Once the system retrieves the requested log, click on *Detail of Log # 48698*. The *Detail* screen displays the request as “Read Only”.

Search Results

Permittee Info:

ITD Test
900 South Fremont Avenue
Alhambra, ca 91803
626-458-5110

Blanket Permit User Info:

Tony Moran
900 South Fremont Avenue
Alhambra, ca 91803
626-458-3126

Request #							Page 1 of 1 Row 1 of 1 record	
Request #	Name	Date Submitted	Address	Status	Approval Date			
48698	ITD Test	04/08/2014	1 Oak Ave Acton	Pending				



Detail of Log # 48698

SEARCH

The screen will display the request with all information entered by the user.

Permittee Info:

ITD Test
900 South Fremont Avenue
Alhambra, ca 91803
Franchise No.:
626-458-5110
kyip@dpw.lacounty.gov

Blanket Permit User Info:

Tony Moran
900 South Fremont Avenue
Alhambra, CA 91803
Blanket Permit User #: 582
626-458-3126
kyip@dpw.lacounty.gov

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC WORKS

When approved, this work request authorizes the Permittee to perform ordinary maintenance activities, including installation of service connections, per the work Description below. Work performed outside of the scope of the work Description or non-compliance with the terms of the blanket permit and its attachment is cause for the revocation of this request or the blanket permit (LACC 16.08.130). This work request must be available for inspection by the road commissioner or representative or by any peace officer or other person having responsibility for safety or maintenance of the highway.

The Permittee is required to notify the appropriate permit office at least 24 hours prior to performing any work in the public right of way to schedule an inspection. Inspection will be scheduled for the 2nd business day if work notification is received after 12 noon. Inspection hours are 8:00am to 4:30pm Monday through Friday. If work is postponed or cancelled, the Permittee must immediately contact the permit office.

If work does not commence on or before the expiration date, this request will be closed. The Permittee may contact the appropriate permit office prior to the expiration date to request a one-time extension period of 60 days.

Restorations must be completed within 30 days from completion of authorized work. For additional information and requirements, refer to the SPATS Blanket Permit Attachment.

[SPATS Blanket Permit Attachment](#)

Request Number: 48898

Date Submitted: 04/08/14 @ 08:55

*Description:
(please be specific) Installing 12 Inch conduit

*Applicant Name: Jason Zhang

*Email: jzhang@dpw.lacounty.gov

Expiration Date:

*USA #: 123456

*Your Work Order #: 123456

*Street Name: Oak Ave

Pole #:

	*Address	*Length	*Width	*Surface Type
*1st Cut	1	2.0	2.0	Concrete
2nd Cut				
3rd Cut				

*City/Vicinity: Acton

*Thomas Guide Grid Page: 123-C1

Review Comments: Please be sure to provide a return explanation or detailed request for denial in this box.

File Upload:
(pdf or jpg, 12MB max)

Permit Office 6 (Alhambra)
900 S. Fremont Avenue, 8th Floor
Alhambra, CA 91803
Telephone: (626) 458-3129
Fax: (626) 578-7739

Application Status: Canceled

Permit Approval Date: @

Extended Expiration Date:

Tract/Parcel#:

Nearest Cross Street:

Joint Utility:

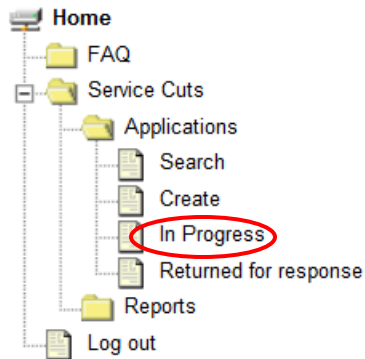
JPA #:

4/21/14

14

IN PROGRESS

In Progress is a report to show any of the request that have been approved and that are currently in-progress.



Los Angeles County Department of Public Works

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 - Call 626-458-3126 or 626-458-3127 (Mon - Thurs, 7:00am - 5:00pm)
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 - [Field Offices](#) where proposed service cut is located

IN PROGRESS

Click on the [Request #](#) link to go to the request.

In Progress as of: 03/24/2014

Request #	Permittee	Street Name	Address	Length	Width	Surface Type
Approval Date	Description	Cross Street				
ACTON						
48647 03/13/14	ITD Test	Hello St	1	2.0	2.0	Concrete
AGUA DULCE						
47974	ITD Test Maintenance of gas lines. C.P. See Compliance	Agua Dulce Canyon Davenport	Intersectn	3.0	2.0	Dirt
EAST LOS ANGELES						
48425 02/13/14	ITD Test Repair valve casing assembly	Olympic Ferris	1995	20.0	2.0	AC Pavement
48440 02/13/14	ITD Test Replace service meter	Whittier Keenan	5625	8.0	3.0	AC Pavement

IN PROGRESS

The screen will display the submitted permit request.

Permittee Info:

ITD Test
900 South Fremont Avenue
Alhambra, ca 91803
Franchise No.:
626-458-5110
kyip@dpw.lacounty.gov

Blanket Permit User Info:

Tony Moran
900 South Fremont Avenue
Alhambra, CA 91803
Blanket Permit User #: 582
626-458-3126
kyip@dpw.lacounty.gov

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC WORKS

When approved, this work request authorizes the Permittee to perform ordinary maintenance activities, including installation of service connections, per the work Description below. Work performed outside of the scope of the work Description or non-compliance with the terms of the blanket permit and its attachment is cause for the revocation of this request or the blanket permit (LACC 16.08.130). This work request must be available for inspection by the road commissioner or representative or by any peace officer or other person having responsibility for safety or maintenance of the highway.

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[SPATS Blanket Permit Attachment](#)

Request Number: 48898
Date Submitted: 04/08/14 @ 08:55
*Description:
(please be specific) Installing 12 Inch conduit
*Applicant Name: Jason Zhang
*Email: jzhang@dpw.lacounty.gov
Expiration Date:
*USA #: 123456
*Your Work Order #: 123456
*Street Name: Oak Ave
Pole #:

	*Address	*Length	*Width	*Surface Type
*1st Cut	1	2.0	2.0	Concrete
2nd Cut				
3rd Cut				

*City/Vicinity: Acton
*Thomas Guide Grid Page: 123-C1
File Upload:
(pdf or jpg, 12MB max)

JPA #:

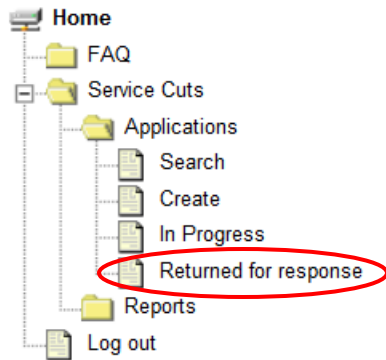
Application Status: Pending
Permit Approval Date: @

Extended Expiration Date:
Tract/Parcel#:

Nearest Cross Street:
Joint Utility:

RETURNED FOR RESPONSE

Returned for response shows all the request that has been reviewed but not approved due to lack of information and requires your action.



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 - Call 626-458-3126 or 626-458-3127 (Mon - Thurs, 7:00am - 5:00pm)
 - Fax 626-576-7739
 - Email – spats@dpw.lacounty.gov
 - Simple Service Cuts Permits
 - [Field Offices](#) where proposed service cut is located

RETURNED FOR RESPONSE

If you wish to edit the request information is in the review comment field, you may edit the application. View the application and provide the information.

Search Results









Permittee Info:

ITD Test
900 South Fremont Avenue
Alhambra, ca 91803
626-458-5110

Blanket Permit User Info:

Tony Moran
900 South Fremont Avenue
Alhambra, ca 91803
626-458-3126

Page 1 of 1
Rows 1 thru 4 of 4 records


Request #	Name	Date Submitted	Address	Status	Approval Date		
48395	ITD Test	06/19/2013	dd d Acton	Returned to Applicant			
48587	ITD Test	10/09/2013	d d Acton	Returned to Applicant			
48599	ITD Test	10/24/2013	d d Acton	Returned to Applicant			
48600	ITD Test	10/24/2013	d d Acton	Returned to Applicant			

Edit Cut # 48395

RETURNED FOR RESPONSE

The request will display the permit edit page. The Review Comments will indicate the type of information is required. Edit the application as appropriate and then Click the Save icon.

[SPATS Blanket Permit Attachment](#)

Click to Save >>> 

Request Number: 48599
Date Submitted: 10/24/13 @ 02:25
Application Status: Returned to Applicant
Permit Approval Date: @

*Description: (please be specific)

*Applicant Name: First Last

*Email:

Expiration Date: Extended Expiration Date:

*USA #: Tract/Parcel#:

*Your Work Order #:

*Street Name: Nearest Cross Street:

Pole #: JPA #: Joint Utility:

	*Address	*Length	*Width	*Surface Type
*1st Cut	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	Concrete ▼
2nd Cut	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select one ▼
3rd Cut	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select one ▼

*City/Vicinity:

*Thomas Guide Grid Page: (Example: 123-C6)

Review Comments: Provide the information

File Upload:

(pdf or jpg, 12MB max)

Click to Save >>> 

4/21/14

RETURNED FOR RESPONSE

The system will display a confirmation page. If data entered is correct. Click on the save button again.

Service Cut Application Review

Permittee Info:

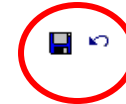
ITD Test
900 South Fremont Avenue, Alhambra, ca 91803
626-458-5110

Blanket Permit Info:

Tony Moran
900 South Fremont Avenue, Alhambra, CA 91803
Blanket Permit # 582

Please review your application and click the  icon to make changes, or
CLICK THE  ICON TO SUBMIT YOUR APPLICATION AS IS.

Please note that you will not be able to modify this application once it has been submitted.
Contact the main permit office if you need to alter this permit after submission.



Permit Number: 48600
Permit Approval Date:
Expiration Date:
Extended Expiration Date: 111
Description: Hello
Your First Name: Jason
Your Last Name: Zhang
Email: jzhang@dpw.lacounty.gov
Tract/Parcel#:
USA #: 123
Your Work Order #: 123
Street Name: Oak Ave
Pole #:
JPA #:
Joint Utility:

	Address	Length	Width	Surface Type
1st Cut	1	20.0	2.0	AC Pavement
2nd Cut				
3rd Cut				

4/21/14

RETURNED FOR RESPONSE

After clicking on the save icon, the system will display the following.

Your application (Request # 48600) was successfully received for our review.

You will receive email notification when the applicaiton has been approved or denied.

Copyright © 2001-2003 LADPW

Close the window and proceed to the next request.

RETURNED FOR RESPONSE

An email confirmation will be sent to your email indicating SPATS has received your application.

Service Cut Request Number 48600 with LA County DPW

spats@dpw.lacounty.gov

Sent: Thu 04/10/2014 9:13 AM

To: Yip, Ken; Zhang, Jason; Yip, Ken

This application has been successfully received for review. You will receive a notification of the status within two business days. Your Request # is 48600 created under Blanket Permit # 582. If you wish to print a copy of this application for your records, please click [here](#).